

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER BOARD OF  
DIRECTOR'S MEETING**

**AUGUST 27, 2015**

**PRESENT:** Marvin Rucker, Beth Relich, Barbara Robinson, Joan Swigert, Pat Finder-Stone, Ramon Fierros, Lisa Van Donsel, Larry Epstein, Lori Rasmussen, Supervisor Corrie Campbell, Jessica Nell, Melanie Maczka

**EXCUSED:** Pat Hickey

**ABSENT:** NONE

**ALSO PRESENT:** Debra Bowers, Kinsey Black, Devon Christianson, Christel Giesen, Laurie Ropson, Barb Michaels, Cole Runge (BCPC)

The meeting was called to order by Chairperson Rucker at 8:37 a.m.

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF THE AGENDA:**

Chairperson Rucker asked to add an informational agenda item on the ADRC Prevention Program Update. Mr. Epstein/Ms. Relich moved to adopt the amended agenda. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF MEETING OF JULY 9, 2015:**

Ms. Finder-Stone/Ms. Van Donsel moved to approve the minutes of the regular meeting of July 9, 2015. **MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:** None.

**FINANCE REPORT:**

**A. REVIEW AND APPROVAL OF JULY, 2015 FINANCE REPORT:**

Ms. Bowers reviewed the July 2015 Financial Highlights noting that federal revenue and expenses are low since the grants are received at different times throughout the year. The ADRC expects this to even out as we move into the 4<sup>th</sup> quarter. Due to turnover of staff throughout 2015, we are coming in under budget with salary and fringe. A breakdown of in kind donations are also recorded in the financial report and converted into a dollar amount. The Older American's program grants have a matching requirement which we use in kind to meet this requirement.

Ms. Relich/Ms. Swigert moved to approve the July 2015 finance report. **MOTION CARRIED.**

**B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:**

Ms. Bowers referred to the Restricted Revenue & Expense handout to show that the ADRC did not receive any restricted donations in the month of July; though, there were expenses for a steam floor cleaner and a large floor vacuum.

Ms. Van Donsel/Ms. Robinson moved to approve the restricted donations for July 2015.

**MOTION CARRIED.**

**REVIEW AND APPROVAL OF 2014 AUDIT:**

Ms. Bowers gave an overview of the 2014 Audit and highlighted a letter to the Board of Directors from the auditors indicating that they did not identify any deficiencies in internal control that they consider to be material weaknesses.

Ms. Bowers went over the most sensitive estimates affecting the financial statements, which indicated that the auditors felt management's estimate of the depreciable lives of property and equipment, the

value of donated services, and the functional allocation of expenses are reasonable in relation to the financial statements taken as a whole.

The auditors have made a comment and identified an observation regarding the depreciable assets intended to improve the internal control or result in operating efficiencies and provided solely as information to the Board of Directors. Currently, the ADRC has a depreciation practice of calculating a full year of depreciation in the year an asset is acquired, regardless of the date the asset is placed into service. However, the auditors are recommending that depreciation only be calculated from the date the asset is placed into service. Ms. Bowers replied to the comment and observation with a formal response indicating that the procedure for the calculation of depreciation has been amended to reflect asset depreciation calculated based on the number of months in service.

Ms. Bowers highlighted areas through the Financial Statements handout. The auditor's statement indicates that no deficiencies were found on internal controls that were considered to be material weaknesses. Additionally, no instances of noncompliance or other matters that are required to be reported were discovered.

The Board of Directors congratulated Ms. Bowers on a successful audit.

The form 990 is a summary comparing the revenue and expenses, compliance questions, and describes our major programs.

Ms. Bowers referred to the Audited Net Asset Report handout and indicated that this information is also included in the audited report from Schenck. The Net Asset Report and corresponding handout, presented at previous board meetings, outlines the categories the Net Assets have been classified and committed to by the ADRC Board.

Ms. Campbell asked if the Audited Net Asset Report has gone to the Human Services Committee, Ms. Christianson mentioned that work has been completed on the policy and she has been preparing for the meetings in October and November. The narrative on how our funds can be expended will be distributed to the Human Services Committee to show an overview of how our funds are used. Ms. Christianson met with Supervisor Robinson who had requested the policy at last year's budget meetings. He has reviewed the policy and Net Asset Report recently and approved of the documents.

The Board of Directors is required to receive a copy of the form 990. Ms. Bowers meets this requirement by e-mailing out the form. Since understanding the 990 is a major responsibility of the board, next year a webinar will be reviewed and the document will be brought up on the Aquos board during the May board meeting.

Mr. Epstein/Supervisor Campbell moved to approve the 2014 Audited Net Asset Report and form 990.  
**MOTION CARRIED.**

#### **RURAL SPECIALIZED TRANSPORTATION NEEDS STUDY:**

Mr. Cole Runge, Brown County Planning Commission, referred to the Request to the Aging and Disability Resource Center of Brown County for Funding to Develop a Brown County Rural Specialized Transportation Needs Study in 2016 handout.

As chairperson of the Brown County Transportation Coordinating Committee, Mr. Runge has worked to look at transportation needs and gaps within Brown County. In 2007, the Brown County Planning Commission received a grant from ADRC to conduct a county wide study to identify ways to better coordinate services throughout the county and utilize our minimal transportation resources as efficiently as possible. The study was completed in 2007 and, as a part of that, identified several recommendations, one of which, was the creation of the Brown County Transportation Coordination Committee. This committee formed in 2008 and meets quarterly. The 2007 study and the annual transportation plan consistently identified a lack of transportation in rural Brown County. With the

transition from Red Cross to NEW Curative, there is an opportunity to potentially expand those services as required by the 85.21 contract. Knowing how to expand is the missing piece to the puzzle.

The study would be completed in 2016. The proposal request today is for \$25,000 which will provide 500 staff hours to complete the study. The ADRC administers the 85.21 program which has a trust plan that can support vehicle emergencies, planning, projects, and other needs.

During discussion, Supervisor Campbell talked about the recent storm in Ashwaubenon and how the community has a lack of knowledge of who the most vulnerable populations are and where they live. Through this study, she is hoping to develop a greater community response that includes a comprehensive list of individuals who might be using services and may need support. Supervisor Campbell questioned whether those using transportation might be a good place to start.

Discussion ensued about the complexities of transportation in the urban and rural areas. Board members shared concerns that this evaluation would not duplicate other evaluations and that it reach all people who might need transportation. Board members gave suggestions of organizations to work with who may be interested in representing on the Committee. Mr. Rucker expressed concerns that needs might be identified but there would be no resources to create and support new services.

The conversation returned to the proposal presented to the Board by Mr. Runge that will provide a detailed evaluation of the gaps and transportation needs of the elderly, blind, and disabled in rural Brown County. The Board questioned Mr. Runge on the definition of rural and wanted to ensure that those not eligible for those services are reached. The Board also expressed a desire that the municipalities and villages in our rural communities are engaged in this study. Mr. Runge stated, if approved, he would begin the process by creating an advisory committee that would advise the Planning Department on reaching individuals for the study.

When NEW Curative was awarded the 85.21 transportation contract they were challenged to increase 1% of rides to rural communities each year of the contract. At the time of the award, Red Cross was providing 3% of their rides to the rural communities.

Ms. Robinson requested a presentation on the county's emergency preparedness plan in the future.

Ms. Maczka/Supervisor Campbell moved to approve using \$25,000 from the 85.21 trust for the Rural Specialized Transportation Needs Study. **MOTION CARRIED with Mr. Rucker voting nay.**

#### **PREVENTION REPORT:**

Ms. Michaels referred to the Prevention Update handout and summarized what has occurred over the past year and what plans are expected in the upcoming year. This year, 20 evidence based prevention workshops will be held along with other prevention initiatives. This is the first year the prevention program is expected to reach over 1000 consumers.

Prevention currently utilizes volunteers to create and execute prevention programs through class facilitation, in-home screenings, copywriting, strategy, and scheduling. Students are also utilized when possible. In the upcoming year, several students will be working on a variety of topics including: balance screens, brain health, sleep, and injury prevention. All four hospitals in Green Bay partner and support the prevention programs.

In 2016, prevention and AddLife activities will be planned around the Dimensions of Wellness to provide a balanced approach to consumers. Programs will be evaluated to find out what is effective and what is not cost effective or meeting a need. This will provide opportunities for other topics/educational events to be planned.

Ms. Christianson commended Ms. Michaels on the work she has done and mentioned that she is leading the state in prevention activities, the volume of classes, and the quality of programs. Ms.

Michaels presented to the Board in 2014 where offering early memory identification and brain health and wellness was recommended. This has brought about new research and programs this year. Ms. Finder-Stone pointed out that one area not covered in our prevention programs would be environmental health. Ms. Michaels noted that the dimensions of wellness were covered at the Healthy Aging Summit, one of them being the environment, in future planning this will provide us with a more comprehensive and well-rounded approach. Ms. Finder-Stone offered to help with this initiative.

The ADRC will have the Wisconsin Medical College, newly established at St. Norberts College, at the ADRC for a presentation of our services and needs of the persons we serve. This is a wonderful opportunity to connect with the college and new physicians. The ADRC is hoping to get on a regular rotation with the new medical college to train physicians who are doing their residency.

Mr. Epstein mentioned that he was able to attend the Healthy Aging Summit where he learned more about prevention and thanked the ADRC for providing transportation reimbursement and WIHA for the registration scholarship.

## **DIRECTORS REPORT:**

### **A. GRANT APPLICATION – MODERNIZATION NUTRITION GRANT:**

The nutrition modernization grant application has been submitted which would provide work experience in a Café model for adults with disabilities within our renovated site. The ADRC is one of thirty applicants and will be notified in September if awarded the \$20,000 grant.

Ms. Finder-Stone/Mr. Epstein moved to approve the Grant Application – Modernization Nutrition Grant. **MOTION CARRIED**

### **B. THREE YEAR AGING PLAN – APPROVAL OF DRAFT:**

Ms. Christianson referred to the ADRC of Brown County, County Plan on Aging 2016 – 2018 handout which identifies demographics, needs, and SMART goals in the areas of engagement of older adults, elder nutrition, support to caregivers, service for people with dementia, healthy aging, along with local priorities and goals with the tribe. More time will be spent over the year at future Board Meetings on the goals and how the agency is doing.

This draft plan will be brought to GWAAR for review and feedback and any necessary changes will be made. A public hearing on the draft final plan will be held on Monday, September 14 at the ADRC from 1 – 2 p.m. The County Board Chair will need to provide a signature before submission.

Supervisor Campbell/Ms. Finder-Stone moved to approve the draft three year aging plan.

**MOTION CARRIED**

### **C. COUNTY EXECUTIVE BUDGET MEETING:**

Ms. Christianson, Mr. Rucker, and team met with County Executive Streckenbach to discuss the 2016 budget. Mr. Rucker reported that the meeting was positive and was encouraged by the support provided by County Executive Streckenbach and his openness for the ADRC to present needs outside of the budget. Ms. Christianson presented to the Human Services Committee on Wednesday, August 26 as requested. The top three unfunded or underfunded projects not included in our current budget were presented. Ms. Christianson provided a handout referring to these items.

- Current Dementia Care Specialist – sustainable funding
- Unfunded Meals for Consumers Under Age 60
- Grounded Coffee House – Hospitality Supervisor

### **D. ADRC BOARD MEMBER CONTACTS:**

Ms. Christianson asked the Board how they would like their information presented to the public when requested. Their information is available to the public but want to respect their privacy as much as possible. The Board was most comfortable sharing their name, term limits, and e-mail address. The ADRC will prepare one document available to the public and one for internal use.

#### **E. POLICY AND PROCEDURE ON BACKGROUNDS:**

Ms. Giesen presented two new required policies, Background Check, Driver's License, Insurance Verification Policy and Debarment Monitoring Policy and explained these reflect our current practice. We were required by our contracts with the MCO's for the meal service to have them in policy form. Ms. Giesen explained the definition of debarment and briefly described the process for background checks for volunteers. Board members had concerns about the difference between a CCAP background check and a Caregiver Background check. Ms. Giesen explained the requirements for volunteers and that GWAAR, our regulatory agency, only requires a CCAP background check. The Board requested Ms. Giesen return next month with additional details about background check requirements so they can make a more informed decision. Concerns were shared that a CCAP background check was not sufficient.

Ms. Van Donsel /Mr. Epstein moved to approve the policy and procedure on Debarment Monitoring Policy. **MOTION CARRIED**

**FAMILY CARE UPDATE:** Ms. Christianson commented that the staff has done an amazing job and approximately 18 people are left to transition. In addition, each month consumers are changing MCO's, 20 people move off the waitlist, Nursing Home Relocation's occur, and a queue has now been started which consists of those people who couldn't be served during the transition period.

Ms. Christianson invited all Board members to the All-Agency Meeting taking place on Friday, October 16 at the ADRC from 1:00 – 4:30 p.m. Several staff participated in an options counseling project again this year that provided additional funding from the state. These resources will be used to bring in Paul Wesselmann, inspirational speaker, as a team building thank you to staff for all of the extra work they have put in during the Family Care transition. Paul will also be speaking at a caregiver event and for the Brown County Wellness Committee for Brown County staff during his time here as well. Ms. Christianson stated it would mean a lot to the staff if ADRC board members were able to attend the October 16<sup>th</sup> event as part of their team.

**LEGISLATIVE UPDATES:** None

**ANNOUNCEMENTS:** Mr. Epstein mentioned that Jeremy Slusarek spoke to the Men's Club regarding the fun activities that take place at the ADRC and AddLife Center. Mr. Epstein stated 130 people were in attendance and Jeremy did a great job.

Ms. Christianson passed out the Poverty in Brown County Progress Report 2015 booklet which is an update to previous reports. Ms. Christianson indicated that poverty continues to be on the rise. Due to the recession in 2008, government programs increased to provide relief to those in poverty resulting in a decrease in poverty in 2008. Since then, government programs have been slowly pulled back and poverty has increased and continues to be on the rise. Those who have a source of income, are often perceived as being outside of poverty; however the UW Madison Poverty institute released a study this year indicating that older adults and those with disabilities are at a higher rate of poverty since 2008 due to fewer resources and increased medical expenses.

The ADA Celebration on the City Deck was a great success. Ms. Christianson thanked everyone for attending and all of the speakers.

Ms. Robinson stated that 17 years ago they bought the Astor House Bed & Breakfast and moved to Green Bay.

Supervisor Campbell wanted the ADRC to be a primary agency to respond to emergencies and work with Brown County Emergency Management to provide this information to the community. Ms. Christianson mentioned that staff going on home visits bring along personal emergency plans and ask that they complete a plan that identifies who their neighbors are and who they would call in an emergency.

Mr. Epstein mentioned that the UW School of Medicine is working on Eldertree which is an online communication tool for those over 65 years of age. It provides messaging, social groups, keeps track of appointments, medications, and meal planning. Ms. Epstein is a community administrator and is hoping to start populating the website. Ms. Christianson offered to add Mr. Epstein to a future agenda so he can give a demo of Eldertree.

Ms. Christianson indicated that the ADRC provides funding for the staff person downstairs at the De Pere Community Center to provide the nutrition program and activities.

Ms. Christianson asked that if any Board members need help with transportation next month to let her know.

**NEXT MEETING** – The next meeting will be September 24<sup>th</sup>, 2015 at 8:30 a.m. at the Denmark Senior Center, 141 Highridge Ave, Denmark, Lower Level around back of the building.

**ADJOURN:**

Mr. Rucker/Supervisor Campbell moved to adjourn the meeting. **MOTION CARRIED.**  
The meeting adjourned at 11:12 a.m.

Respectfully submitted,

Kinsey Black, Administrative Specialist